Kinship Care
How Do I Guide

Intake

Services Intake

How Do I…?	Selections	Tips & Guidelines

Establish a services intake record	▪ Click Create > Intake > Services Intake
	▪ On the Intake Inquiry Search page, complete the last name and first name fields.
	▪ Click the Search button.
	  ▪ For a match: Click the Select link for the applicable person(s).
	  ▪ For no match: If displayed, click the Close button on the Validation Errors web page dialog box on the Intake Inquiry Search page. Click the Create button to access the Intake Participant page. Enter all applicable data/values and click the Continue button. If potential person matches exist, the Potential Person Match page will display a list of participants that are an exact person match. To proceed with creating a new person, click the Close button on the page. To select an existing record, click the appropriate radio-button and then click the Continue button. The participant will be added to the Participants group box on the Intake Inquiry Search page.
	  ▪ Add additional participants by completing the last name and first name fields and repeating the step above.
	  ▪ After all participants have been added and searched, click Add Participants.
	  ▪ Click Continue.
	▪ On the Services Intake page, enter the applicable data/values.
	▪ Enter the applicable data/values on templates, as appropriate. Click Close All/Return to eWiSACWIS.
		A services intake is only created for a non-CHIPS (voluntary) Kinship placement. CHIPS (court-ordered) Kinship cases are created via PS report and either 1) used to create a CPS Family case or 2) linked to an existing CPS Family case.
		
		Specify Kinship Care as the Type in the Intake Information box.
		
		On the Participants tab, the child placed in the kinship care home should be listed as the Reference Person except when completing a CHIPS kinship PS report. All relationships are centered around the Reference Person. The child in the kinship home is also selected as the Referral Name in the Roles field.
		
		If you close an intake before completion, reopen it from the Intakes outliner. If you don't see a pending intake, click Refresh button on the outliner.

Screen in/out services intake	▪ On the Basic tab/Worker Decision group box, click the applicable radio button (Screen in or Screen out). ▪ Click the applicable Reason field value. Click Save.	*A services intake is assigned to the supervisor to make the final screening decision.*

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Case/Participant Information

Maintain Case Information

How Do I…?	Selections	Tips & Guidelines
View/Update case information	▪ On the Cases expando, click on the case name. ▪ On the Maintain Case page/Participants tab, enter/update the applicable data/values. ▪ If appropriate, click the Options list and select the applicable option. ▪ On the selected option page, enter the applicable data/values.	*Include the CARES Case Number on the Participants tab if applicable to child in the kinship care home.*
View/Update case participant information	▪ On the Cases expando, click on the case name. ▪ On the Maintain Case page/Participants tab, click on the participant name in the Participants group box. ▪ On the Person Management page, enter the applicable data/values. ▪ Click Save and click Close. ▪ Note: When the First Name or Last Name fields are updated, the system will automatically create a row on the AKA tab.	*Kinship Care required field(s), if applicable to child in kinship care home:* *Basic tab - -* • *SSN* • *Birth Date* • *Gender* • *Ethnicity* • *Primary Race and Race* • *Hispanic/Latino* *Additional tab - -* • *Child's Mother* • *Child's Father* *Kinship/AFCARS tab - -* • *CARES PIN* • *Current Relationship of Parents to Each Other* • *School District Number*
Add participant to case	▪ On the Maintain Case page/Participants tab, click the Insert button. ▪ On the Search Person page, enter the applicable data/values and click the Search button. ▫ For a match: Click the Select link for the applicable person(s) and click the Continue button. ▫ For no match: Click the Close button on the Validation Errors web page dialog box on the Search page. Click the Create button to access the Person Management page. Enter all applicable data/values. Click the Save button and then the Close button on the Person Management page. On the Search Person page, click the Continue button.	*Upon completion of creating a new person, If potential person matches exist, the Potential Person Match page will display a list of participants that are an exact person match. To proceed with creating a new person, click the Close button on the page. To select an existing record, click the appropriate radio-button and then click the Continue button. The participant will be added to the Participants group box on the Intake Inquiry Search page.*
Update case address information	▪ On the Maintain page/Address tab, enter the applicable data/values and click the Update button. ▪ On the Update Address pop-up page, select the applicable participants who live in the household. ▪ Click the Save button and then the Close button.	*Note: You must enter the <u>Effective Date</u> of the address change and the new address information prior to clicking the Update button.*

	Add collateral	▪ On the Maintain Case page/Collaterals tab, click the Insert button in the Collaterals group box. ▪ On the Search Person page, enter the applicable data/values and click the Search button. ▪ For a match: Click the Select link for the applicable person(s) and click the Continue button. ▪ For no match: Click the Close button on the Validation Errors web page dialog box on the Search page. Click the Create button to access the Person Management page. Enter all applicable data/values. Click the Save button and then the Close button on the Person Management page. On the Search Person page, click the Continue button. ▪	*After completing the Person Management – New page to create the record for a new collateral for whom there was no match, you will be returned to the Search Person page. Click Continue to return to the Maintain Case page/Collaterals tab.*
	Add contact	▪ From the Maintain Page/Collaterals tab, click the Insert button in the Other Contacts group box. ▪ Enter the applicable data/values.	*To delete a contact, click the Delete link.*

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Kinship Care
How Do I Guide

Home Provider

Home Inquiry

How Do I…?	Selections	Tips & Guidelines

Establish home inquiry record	▪ Click Create > Provider > Provider Inquiry.
	▪ On the Intake Inquiry Search page, complete the first name and last name fields.
	▪ Click the Search button.
	  ▫ For a match: Select the Select link for the applicable person(s) and click Continue.
	  ▫ For no match: Click the Close button on the Validation Errors web page dialog box on the Intake Inquiry Search page. Click the Create button to access the Intake Participant page. Enter all applicable data/values and click the Continue button.
	  ▫ Add additional participants by completing the first name and last name fields and repeating the step above.
	  ▫ After all participants have been added and searched, click Continue.
	▪ On the Home Inquiry page, enter the applicable data/values.
		Click the Add/Edit button on the Home Inquiry page/Members tab to add participants.
		
		You will also need to complete the Basics tab, selecting data/values that are applicable to kinship care.
		
		One family member must have a role of Parent 1. This is generally the female head of household.
		
		If you close an inquiry before completion, reopen it from the Intakes outliner. If you don't see a pending inquiry, click the refresh icon on the Banner.

Home Provider

How Do I…?	Selections	Tips & Guidelines
View/Update home provider information	▪ On the Providers outliner, click on the applicable provider. ▪ On the Home Provider page, view/enter applicable data/values.	
Add services to the provider	▪ On the Home Provider page/Services tab, select the Edit Unlicensed Services link. ▪ Click the Insert button on the Edit Unlicensed Services page. ▪ Enter the applicable kinship care data/values for the Service Category and Service Type. ▪ Complete the other applicable data/values. ▪ Click Save.	

Add home provider participant	▪ On the Members tab, click the Insert button.
	▪ On the Search Person page, enter the Last name and First Name fields.
	▪ Click the Search button.
	  ▫ For a match: Click the Select link for the applicable person(s).
	  ▫ For no match: If displayed, click the Close button on the Validation Errors web page dialog box on the Intake Inquiry Search page. Click the Create button to access the Intake Participant page. Enter all applicable data/values and click the Continue button.
		This allows you to add new members to the kinship care household

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How Do I Guide

Out of Home Placement

Out of Home Placement

How Do I…?	Selections	Tips & Guidelines
Document new out of home placement	▪ Click Create > Case Work > Placement > Out of Home Placement. ▪ Select the appropriate case and case participant. ▪ Click the Create button. ▪ On the Placements and Services page, enter the applicable data/values. ▪ Enter appropriate responses in the KIDS Referral box. ▪ If appropriate, select applicable options/data/values from the Options list. ▪ On the Provider tab, click the Search link ▪ On the Search Provider Service page, enter the applicable data/values and click the Search button. ▪ Select the provider and click Continue. ▪ On the Provider tab, enter applicable data/values. ▪ On the Service tab select Approval from the Options list. Click Go. ▪ Click the Approve radio button and click Continue. ▪ Click Save. A message displays that reads, "Would you like the address of the provider to update the child's current primary address?" Click Yes to update the child's primary address to that of the provider. Click No to keep the child's existing primary address. ▪ Click Close. *Note: A new placement can only be entered if the previous placement has ended with supervisory approval.*	*The Service Category must be Kinship Care. The Service Type is selected from the applicable values.* *For voluntary kinship cases, the Caretaker Structure, Primary Caretaker, and Secondary Caretaker fields on the Service tab refer to the kinship care provider's family structure.* *The Relationship of Child to Kinship Provider field must be completed on the Provider tab.* *To prevent the initiation of Title IV-E eligibility determination for Voluntary/non-CHIPS Kinship, do not enter a date in the Date Removed From His/Her Home field.*
End existing placement	▪ On the Cases outliner, click the appropriate case icon. ▪ Click the Placement/Services icon. ▪ Click the applicable out of home placement. ▪ On the Placements and Services page, select Placement Ending from the Options list. Click Go. ▪ On the Service Ending page, enter the applicable data/values and Select Approval from the Options list. Click Go. ▪ Click the Approve radio button and click Continue. *Note: The Ending Reason for the placement will filter based on the Ending Purpose selected.*	*The ending date must be the last day that the child was in placement. It cannot be a future date.*

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Case Closure

Closing a Case

How Do I…?	Selections	Tips & Guidelines
Initiate case closure (Day 1)	▪ On the Cases outliner, click on the case name. ▪ On the Maintain Case page/Closing History tab, select Submit Case Closure Request from the Options list. ▪ On the Case Closure page, enter the applicable data/values. ▪ If appropriate, select Safety from the Options list and click Go. ▪ On the Final Safety Assessment Selection page, click the applicable check box. Click Save and click Close.	*The Final Family Assessment template may be accessed via the Case Closure page by selecting Final FA from the Options list.* *The Case Closure Summary template may be accessed via the Case Closure page by selecting Closure Summary from the Options list.* *Complete the Case Record Location group box on the Closing History tab of the Maintain Case page.*
Complete case closure (Day 2)	▪ On the Cases outliner, click on the case name. ▪ On the Maintain Case page/Closing History tab, select the Maintain link for the appropriate case closure request. ▪ On the Case Closure page, enter the applicable data/values. ▪ If case closure request is accepted, select Approval from the Options list and click Go. ▪ Select Approve on Approval history page. Click Continue. ▪ On the Closing History tab, click Close. ▪ If case closure request is denied, expand the Closure Denial Messages section on the Case Closure page or refer to the Case Closure Edit Report for information regarding those issues which need to be resolved before the case closure request can be accepted. *Note: For case closure requests that have been denied, you may have incomplete work or you may be missing work which would require you to create new work to address the case closure denial reason.* ***If the case closure request was denied due to incomplete work*** *- once you finish any incomplete work, eWiSACWIS automatically processes the pending case closure again. There is no need to re-submit the case closure request.* ***If the case closure was denied due to missing work****, which requires new work to be created, select Not Approve for the closure request. Selecting Not Approve will end the request process allowing you to create new work for the case. You will need to re-submit the case closure request.*	*All plans must have been terminated for a case closure request to be accepted by eWiSACWIS.* *The closure status may be denied if any of the following items is not completed: PS Reports without completed Initial Assessments, Open Placement, Medicaid Certifications Not Complete, Pending or Ongoing Plans, Participants in Protective Custody, Approval Processing Not Complete.* *If a case does not close, please refer to the Case Closure Edit Report for reasons why the case closure was denied.* *The Closure Denial Messages section of the Case Closure page will also show the specific reasons the case's closure request was denied.*